

# **NIH Flexible Workplace Program**

## **Fact Sheet “In a Nutshell”**

### **References:**

- NIH Policy Manual 2300-600-1 – NIH Flexible Workplace Program Procedures (FWP) (1/28/98)
- NIH Delegations of Authority

### **Delegation of Authority:**

- To implement the provisions of the NIH FWP:
  - < Associate Directors, NIH
  - < May be redelegated to officials with sufficient knowledge to exercise the authority.

### **Flexible Workplace Program:**

- Performance of official duties at an alternate duty station (i.e., employee’s home, GSA Telecommuting Center, or another approved worksite).
- Frequently referred to as “telecommuting.”
- ICs may establish “telecommuting” arrangements when the needs of the organization and of the employee are best served by such an arrangement.
- Participation must be agreed to by the supervisor and employee, and approved in advance by appropriate IC management official.
- Participation is a benefit, not an entitlement.
- Participation must be voluntary.
- Employee must have portable work.
- Duration may be on a short term or ad hoc basis (two consecutive workweeks or less) or long term basis (more than two consecutive workweeks).
- Terms of the FWP agreement must be documented in writing.

- Employees must be accessible to management officials, co-workers, and customers via telephone, e-mail, facsimile or other method of communication.
- Work schedule of employee must be observed.
- Duty time may not be used to care for young children or other dependents in the home who cannot care for themselves.
- NIH owned equipment may be loaned to employees for use at the home duty station if:
  - < it is necessary for the “telecommuting” arrangement,
  - < equipment is available or funds are available to purchase new equipment,
  - < the security of the equipment at the employee’s home can be reasonably assured.
- Installation of a telephone line in the employee’s home may be funded by the IC if required by the employee’s at-home assignment. Such equipment, if installed, will be used only for the purpose of conducting NIH business.
- Employees are covered under the Federal Employees’ Compensation Act, (workers’ compensation), if injured in the course of actually performing official duties at the alternate duty station.
- NIH will not be liable for damages to employee’s property, except to the extent the NIH is held liable by Federal Tort Claims Act claims or claims arising under the Military Personnel and Civilian Employees Claims Act.

### **Additional Information:**

If you would like more information on this program, contact your Human Resource Office.

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